

Bob Holden
Governor



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Commissioner

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James A. Carder
Director
Division of Accounting

TO: State Agencies
FROM: Division of Accounting
DATE: August 2, 2002
RE: Quarterly Statement of Benefit Charges

Recently you should have received your quarterly Statement of Benefit Charges for April through June, 2002 from the Division of Employment Security. To assist us in the proper allocation of these costs, please identify the specific fund from which the claimant's salary was paid when they were employed by your agency. This information is found on the employees' SAM II HR LDPR (labor distribution profile). If they were paid from more than one fund, indicate the reimbursement amount attributed to each fund.

This information can be sent along with the benefit statement as an attachment or simply write the fund number(s) and amounts next to the claimant's name on the benefit form. Please provide this information with all future Statements of Benefit Charges. If you have any questions regarding this process, please contact Jack Dothage or Teddie Velleri at (573) 751-3289.

JD:tv/oper/jdagencysalaryfunds